



**Franklin City Council Agenda
March 25, 2024
Council Chambers
207 West Second Avenue
Franklin, Virginia 23851**

6:00 P.M.

FY 25 Budget Work Session

7:00 P.M.

Regular Meeting

CALL TO ORDER. MAYOR ROBERT L. CUTCHINS
PLEASE TURN OFF CELL PHONES. MAYOR ROBERT L. CUTCHINS
PLEDGE OF ALLEGIANCE
CITIZEN'S TIME
AMENDMENTS TO AGENDA

1. CONSENT AGENDA:

- A. Introduction of New Employees
- B. Approval of March 11, 2024 minutes
- C. National Small Business Week Resolution #2024-04

2. FINANCIAL MATTERS

- A. Budget Amendment 2024-15, 2024-16, 2024-17
- B. Line of Credit Extension
 - a. Line of Credit Resolution #2024-05

3. OLD/ NEW BUSINESS:

- A. SPSA Update and Overview
- B. Franklin Southampton Public Radio System Memorandum of Understanding
- C. City Manager's Report
 - a. Revised FY 25 Budget Calendar

4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS

5. CLOSED SESSION

I move that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, the appointment of Industrial Development Authority, HRPDC Community Advisory Committee, Board of Zoning Appeals,

Southview Cemetery Advisory Committee, Blackwater Regional Library, Historic Preservation Commission, Beautification Commission, Social Services Advisory Board.

6. ADJOURNMENT

City of Franklin Interim City Manager Interview Meeting Minutes

March 11, 2024

Call to order

The Franklin City Council held a Closed Session for the Interim City Manager Interviews on March 11, 2024 at 5:30 P.M. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilman Mark Kitchen; Councilwoman Jessica Banks; Councilman Gregory McLemore; Councilman Linwood Johnson.

Council Members not in Attendance: Councilman Ray Smith

Staff in Attendance: Amanda Jarratt, City Manager.

Councilman Mark Kitchen made a motion to go into closed session, with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 5-0

The vote was as follows:

| | |
|--------------------------------------|---------------|
| Councilman Linwood Johnson | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Councilman Mark Kitchen | Aye |
| Mayor Bobby Cutchins | Aye |
| Councilwoman Jessica Banks | Aye |
| Councilman Ray Smith | Absent |
| Councilman Gregory McLemore | Aye |

Mayor Robert “Bobby” Cutchins affirmed the motion carried unanimously.

Motion Upon Returning to Open Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on February 26, 2024, meeting were hear, discussed or considered by the City of Franklin, Virginia Council; and (ii) no action was taken in closed meeting regarding the items discussed. The motion was seconded by Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-0

The vote was as follows:

| | |
|--------------------------------------|---------------|
| Councilman Linwood Johnson | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Councilman Mark Kitchen | Aye |
| Mayor Robert “Bobby” Cutchins | Aye |
| Councilwoman Jessica Banks | Aye |
| Councilman Ray Smith | Absent |
| Councilman Gregory McLemore | Aye |

The March 11, 2024 City Council Closed Session was adjourned at 6:45 P.M.

Mayor

Clerk to City Council

Regular City Council Meeting Minutes March 11, 2024

Call to order

The Franklin City Council held a regular City Council meeting on March 11, 2024 at 7:05 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilman Linwood Johnson; Councilman Mark Kitchen; Councilwoman Jessica Banks; Councilman Gregory McLemore.

Council Members not in Attendance: Councilman Ray Smith

Staff in Attendance: Amanda Jarratt, City Manager; Haleigh Pinto, Executive Assistant recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Robert Porti, Deputy Chief of Police; Vernie Francis, Chief of EMS; Rachel Trollinger, Director of Finance; Matthew Jezierski, Director of IT; Zachary Wright, Director of Power & Light; Camara Jacobs, Director of Human Resources; Arisha Jones, Tourism Manager; Dinah Babb, Treasure; Chad Edwards, Director of Public Works; Sarah Rexrode, Director of Social Services.

Citizen's Time

Dr. Carlton Carter of Suffolk, Va. brought to Council his concern regarding FCPS requesting emergency funds in the amount of \$152,653.00 for two weapon scanners, training, and installation at S.P. Morton Elementary School.

James P. Council, III of 621 Hunterdale Road, Franklin, Virginia expressed his sincere gratitude to the City of Franklin staff, specifically Public Works and the City's Custodians as well as his outlook on the FCPS Carryover.

Gary Wyse of 205 Willis Road, Franklin, Virginia brought to Council his concern that there should be a Finance Audit held due to the upcoming change in staff in the Finance Department and expressed his concern regarding the hourly rate of electoral members.

Amendments to Agenda

No amendments to the agenda.

Consent Agenda:

- A. Approval of February 26, 2024 and March 4, 2024 Meeting Minutes

Mayor Robert Cutchins asked if there were any corrections or additions for the February 26, 2024 meeting minutes. Mayor Robert Cutchins entertained a motion to approve the February 26, 2024 meeting minutes as presented. Councilman Linwood Johnson made a motion to approve the February 26, 2024 meeting minutes with a second from Councilman Mark Kitchen.

The motion carried the vote 6-0

The vote was as follows:

| | |
|--------------------------------------|---------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Robert Cutchins | Aye |
| Councilman Ray Smith | Absent |
| Councilman Gregory McLemore | Aye |

Mayor Robert Cutchins affirmed the motion carried.

Mayor Robert Cutchins asked if there were any corrections or additions for the March 4, 2024 meeting minutes. Mayor Robert Cutchins entertained a motion to approve the March 4, 2024 meeting minutes as presented. Vice-Mayor Wynndolyn Copeland made a motion to approve the March 4, 2024 meeting minutes with a second from Councilman Linwood Johnson.

The motion carried the vote 6-0

The vote was as follows:

| | |
|--------------------------------------|---------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Robert Cutchins | Aye |
| Councilman Ray Smith | Absent |
| Councilman Gregory McLemore | Aye |

Mayor Robert Cutchins affirmed the motion carried.

Financial Matters:

A. Franklin City Public Schools Carryover Request

City Manager Amanda Jarratt asked Dr. Clint Walters, Franklin City Public School’s Director of Operations to provide City Council with an overview of a different carryover request from Franklin City Public Schools.

Dr. Clint Walters, Director of Operations stated that since the beginning of FY24, there have been 49 work orders placed to address the HVAC at S.P. Morton. Of those, most require replacement of the condenser due to the age of the HVAC system.

RENOVATION OF HVAC AT S.P. MORTON ELEMENTARY SCHOOL

An estimate of replacement cost was received from a local vendor to replace the building level controls and the water-source heat pumps (WSHP) throughout the building.

| Component | Quantity | Cost per Unit | Total Cost |
|--------------------------------------|----------|---------------|----------------|
| DDC Control Upgrades | 1 | \$65,629.00 | \$65,629.00 |
| 10-ton WSHP and Controls Replacement | 2 | \$36,000.00 | \$72,000.00 |
| 5-ton WSHP and Controls Replacement | 5 | \$23,000.00 | \$115,000.00 |
| 4-ton WSHP and Controls Replacement | 13 | \$22,000.00 | \$286,000.00 |
| 3-ton WSHP and Controls Replacement | 22 | \$21,000.00 | \$462,000.00 |
| 2-ton WSHP and Controls Replacement | 13 | \$20,000.00 | \$260,000.00 |
| | | | \$1,260,629.00 |

Dr. Clint Walters, Director of Operations stated that recognizing the finance impact this will have on both the City of Franklin and FCPS, this project is proposed to be divided into two phases.

- Phase I - Replace building level controls and WSHP that directly impact classrooms.
(Estimated Cost - \$630,314.50)
- Phase II - Replace WSHP that impact common areas in the school such as the cafeteria, hallways, and gym.
(Estimated Cost - \$630,314.50)

Franklin City Public Schools is requesting funding in the amount of \$582,855.25 to pay for a portion of Phase I to replace the HVAC system at S.P. Morton Elementary School.

Mayor Robert Cutchins entertained questions from Council. Councilman Mark Kitchen asked if the amount is a portion of the items that were requested in the rollover. Dr. Clint Walters, Director of Operations stated that FCPS are continuously prioritizing and evaluating what can be covered out of operating budget. He stated that this is a significant project, and they have not received any word on the SCAP (School Construction Assistance Program) grant that was submitted. Dr. Walters added that this does not assume any SCAP funding to help with the project, but it is a consolidation of the request that was made a few weeks ago.

Councilman Mark Kitchen stated that earlier tonight weapon scanners were discussed, training to use the weapon scanners were discussed, as well as the HVAC system. Dr. Carlton Carter, Superintendent of Franklin City Schools stated that earlier tonight, he was bringing to light the various needs that Franklin City Schools have that will eventually need to be addressed. Councilman Mark Kitchen stated that the weapon scanners are an absolute need and also asked if Franklin City Public Schools were asking for both items tonight. Dr. Carlton Carter, Superintendent for Franklin City Public Schools stated he definitely needs both the HVAC system and the weapon scanners, therefore what Council can give him would be great.

Mayor Robert Cutchins asked for more details regarding Phase II of the plan. Dr. Walters, Director of Operations stated with Phase I, Franklin City Public Schools wanted to focus on the class rooms where the students are a majority of the day. Dr. Walters also added that the larger units in the gymnasium, cafeteria and hallways were prioritized to a later date which could be included in the capital improvement plan but the immediate need is to address the class room component. Councilwoman Banks stated that at the last meeting she wasn't clear on the essential needs of the HVAC system, but as stated previously, the children are top priority however, she does feel that with budget planning there should be a budget line item due to the amount of older buildings that the Franklin City Public Schools

have. Councilwoman Banks added that she is aware that Dr. Carter, Superintendent for Franklin City Public Schools is new in his role and it may not be the budget that he created, but moving forward there should be a budget line item for older buildings.

Councilman Gregory McLemore stated that his concern is that the carryover is year after year from the Franklin Public Schools budget. Councilman Gregory McLemore added that he does feel like if you don't use it, you lose it. Councilman Gregory McLemore added that the children are our future and we should look out for the children, but unfortunately Council does not have the privilege of controlling how the School Board spends its money.

City Manager Amanda Jarratt informed Council that the total amount of carryover for Franklin City Public Schools is \$582,855.25 and that is what Budget Amendment 2024-15 was drafted for. City Manager Amanda Jarratt added that if Council chooses to offer additional funds over that amount, it would have to come from the unassigned fund balance. Therefore, that would be additional money. City Manager Amanda Jarratt stated that Council could say that they want of the \$582,855.25, \$152,653.00 dedicated to the weapon scanner but the cap of carryover to FCPS is the \$582,855.25. Councilwoman Jessica Banks asked for clarification on the disbursement over the carryover funds. Councilwoman Jessica Banks asked if FCPS plans on using the funds for the buses, auditorium and HVAC. City Manager Amanda Jarratt informed Council that Budget Amendment 2024-15 was written solely for the HVAC system.

Mayor Robert Cutchins asked for the total amount for the weapon scanner. Dr. Carlton Carter, Superintendent for Franklin City Public Schools stated \$152,653.00 which includes installation, training and equipment.

Councilman Linwood Johnson made a motion to approve the carryover amount of \$582,855.25 for the HVAC as well as an additional \$152,653.00 for the weapon scanners which totals \$735,508.25 with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 4-2-0

The vote was as follows:

| | |
|--------------------------------------|------------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Abstained |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Robert Cutchins | Aye |
| Councilman Ray Smith | Absent |
| Councilman Gregory McLemore | Abstained |

Mayor Robert Cutchins affirmed the motion carried.

B. Overview of Initial Information for FY25

City Manager Amanda Jarratt stated that this is the first of many discussions that Council will have regarding the FY25 Budget. City Manager Amanda Jarratt stated that last year the City was in the position where we could have an almost completely balanced budget, this year due to it being a real estate assessment year we are in not that position. City Manager Amanda Jarratt began her presentation by thanking the Department Heads for their hard work and effort that they have put into the budget preparation.

City Manager Amanda Jarratt stated that there are a number of unknowns at this point in time.

1. **Real Estate Assessment** – City Manager Amanda Jarratt stated that we assess property every other year and that the values of the property dictate and tie directly to the real estate rate and what that is set as, in addition to balancing the request for expenditures. City Manager Amanda Jarratt stated that that assessment has not been completed as the assessor has not finished. City Manager Amanda Jarratt stated that the assessor does not have the staff to expedite the process any faster, therefore he is working as quickly as possible. City Manager Amanda Jarratt stated that until the City has the results of the assessment, staff is unable to give an estimated rate.
2. **Worker’s Compensation Rates**- City Manager Amanda Jarratt stated that the Worker’s Compensation Rates usually come in around April and we do not have the figures at this time. City Manager Amanda Jarratt stated that Worker’s Compensation is a significant expense for the City and we do not have those rates.
3. **Personal Property Insurance** – City Manager Amanda Jarratt stated that Personal Property Insurance is another value that we do not have at this point in time that we did receive earlier last year.
4. **City Capital Improvement Plan**– City Manager Amanda Jarratt stated that the Department Heads have approached the City Capital Improvement Plan with more intent this year to give Council a true understanding of what the City’s Capital needs are going to be over the next 1, 3, 5, 10 years but the document is not fully finish. City Manager Amanda Jarratt informed Council that they have made decisions over the past few years to fund purchase of equipment, renovations of the Court House, Construction of the Armory, Renovation of the Southampton Courthouse as well as the Radio System upcoming which will be discussed at the next Council Meeting. City Manager Amanda Jarratt stated that there are a number of City building that are aging which will require needs.
5. **School Capital Improvement Plan**- City Manager Amanda Jarratt stated that as mentioned earlier, the Schools facilities are aging and they need investments. City Manager Amanda Jarratt stated that the School Board working alongside the Superintendent will provide you and it would be Council’s chose to fund those improvements when, how or not.

City Manager Amanda Jarratt stated that all of these things are still remaining for discussion and impact the ability to balance the budget therefore, staff is unable to do that at this time.

City Manager Amanda Jarratt stated that if all thing remain the same the total amount of projected Revenue right now is \$30,514,719 and \$32,416,277 in requested Expenditures which gives a delta of \$1,901,558. City Manager Amanda Jarratt stated that staff has used the based on trend, new sales tax,

meals tax, lodging tax, and cigarette tax as well as personal property. City Manager Amanda Jarratt stated that the numbers listed again are if all things remain the same with real estate.

Real Estate Tax Rate Analysis



- Proposed FY25 Real Estate Tax Rate remains the same at \$1.03 per \$100 of assessed property value.
- Each One Cent on the Real Estate Rate = approximately \$61,938 at a 98.5% collection rate.
- Real Estate Taxes – 5% increase in values \$ 403,423
- Real Estate Taxes – 20% increase in values \$ 1,397,687

City Manager Amanda Jarratt stated that for the last 15 years funds have been transferred from the Electric Department to the General Funds to balance the budget as well as the Water and Sewer Fund.

- Transfer from Enterprise Funds:

| | |
|------------------------|----------------|
| Electric Fund | \$1,799,993 |
| Water & Sewer Transfer | <u>250,000</u> |
| | \$2,049,993 |

Closing the Budget Gap Revenue Adjustments Options



- Real Estate Taxes – 5% increase in values \$ 403,423
- Real Estate Taxes – 20% increase in values \$ 1,397,687
- General Fund Unassigned Fund Balance \$ 345,236

City Manager Amanda Jarratt stated that due to building up the unassigned fund balance to such a large degree, Council has the ability to use it for one time purchase (ex: purchase of a car, purchase of equipment). City Manager Amanda Jarratt presented the Expenditure Adjustments that were requested in FY25 which Council will later have to vote on.

| Expenditure Increases | Amount |
|---|------------------|
| Police Personnel Increase (one position with benefits) | \$ 77,000 |
| Emergency Services Personnel Increase (three positions with benefits) | 250,000 |
| CSA Expenditures | 100,000 |
| General District Court Position | 40,000 |
| Legislative Change: DSS Personnel 2.5% Raise – Local Share – Transfer | 54,000 |
| Tax Relief for the Elderly/Disabled | 39,000 |
| Total Preliminary Proposed Increases | \$560,000 |
| Expenditure Reductions | Amount |
| VRS Rate Change from 13.47 to 12.01 & VLDP from .85 to .74 | (\$152,805) |

City Manager Amanda Jarratt added that that the Governor of Virginia has approved a 3% raise for Social Services employees which follow the state calendar therefore the calculations on the presentation will need to be updated from 2.5% to 3%.

| General Fund Costs to Consider | History of Raises | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---------------|------------|----------|----------------------|----------|----|----------|----------------------|----------|----------------------|----------|----|----------|----------------------|-----------|----|----------|----|-----------|----|----------|----|----------|----|
| 8 | 9 | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> ▣ Cost of a 3% raise is \$393,400 ▣ Cost of a 2% raise is \$266,100 ▣ Cost of a 1% bonus is \$113,000 ▣ Cost of an Assistant City Manager is \$119,000 ▣ Cost of a PT Grant Writer is \$21,700 ▣ Health Insurance Rates – 11% increase <ul style="list-style-type: none"> ▣ Option 1 – same percentage - \$138,400 ▣ Option 2 – 75/25 percentage - \$125,600 ▣ Option 3 – 50/50 percentage - \$88,300 | <table border="1"> <thead> <tr> <th>Date of Raise</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>7/1/2013</td><td>1.1% VRS Plan 1 Only</td></tr> <tr><td>7/1/2013</td><td>2%</td></tr> <tr><td>7/1/2014</td><td>1.1% VRS Plan 1 Only</td></tr> <tr><td>7/1/2015</td><td>1.1% VRS Plan 1 Only</td></tr> <tr><td>9/1/2015</td><td>2%</td></tr> <tr><td>7/1/2016</td><td>1.1% VRS Plan 1 Only</td></tr> <tr><td>12/1/2016</td><td>2%</td></tr> <tr><td>7/1/2018</td><td>2%</td></tr> <tr><td>11/1/2020</td><td>2%</td></tr> <tr><td>7/1/2022</td><td>5%</td></tr> <tr><td>7/1/2023</td><td>5%</td></tr> </tbody> </table> | Date of Raise | Percentage | 7/1/2013 | 1.1% VRS Plan 1 Only | 7/1/2013 | 2% | 7/1/2014 | 1.1% VRS Plan 1 Only | 7/1/2015 | 1.1% VRS Plan 1 Only | 9/1/2015 | 2% | 7/1/2016 | 1.1% VRS Plan 1 Only | 12/1/2016 | 2% | 7/1/2018 | 2% | 11/1/2020 | 2% | 7/1/2022 | 5% | 7/1/2023 | 5% |
| Date of Raise | Percentage | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/1/2013 | 1.1% VRS Plan 1 Only | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/1/2013 | 2% | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/1/2014 | 1.1% VRS Plan 1 Only | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/1/2015 | 1.1% VRS Plan 1 Only | | | | | | | | | | | | | | | | | | | | | | | | |
| 9/1/2015 | 2% | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/1/2016 | 1.1% VRS Plan 1 Only | | | | | | | | | | | | | | | | | | | | | | | | |
| 12/1/2016 | 2% | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/1/2018 | 2% | | | | | | | | | | | | | | | | | | | | | | | | |
| 11/1/2020 | 2% | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/1/2022 | 5% | | | | | | | | | | | | | | | | | | | | | | | | |
| 7/1/2023 | 5% | | | | | | | | | | | | | | | | | | | | | | | | |

Councilman Linwood Johnson asked if the 3% raise that the Governor has already been approved. City Manager Amanda Jarratt stated that the 3% raise that the Governor approved would just be for Social Services employees and the City is responsible to pay a portion of that. Councilman Linwood Johnson asked what portion the City is responsible for. City Manager Amanda Jarratt informed Council that 15.5% is the City’s local share.

City Manager Amanda Jarratt stated that Council will need to provide the City Manager to include or not include the discussed topics. City Manager Amanda Jarratt stated that with regard with employee raises, she would like to remind Council that your employees are some of the most valuable assets and the City of Franklin has an incredible team. City Manager Amanda Jarratt stated that staff and Council spent a significant amount of time and effort on the compensation study to bring employee salaries where they need to be and would hate to lose the momentum by not providing staff with raises. City Manager Amanda Jarratt stated that the local City Manager’s meet once a month and have discussed what other Municipalities are looking at in terms to raises in the region, and everyone was in the 2.5% - 5.0% range for raises.



City Manager Amanda Jarratt presented a chart which shows the staffing growth within the City of Franklin’s Fire and Rescue Department. She explained that the green line indicates the City’s volunteer staff which has declined and the yellow dot indicates where we should be at per the NFPA Standard, and the red line indicates where the City of Franklin Fire and Rescue stands. City Manager Amanda

Jarratt stated that Council has made the decision to add employees over time in an attempt to comply with the NFPA recommended staffing level.

City Manager Amanda Jarratt stated that the Proposed Budget for Franklin City Public Schools was \$4.9 million dollars, and the last several years we have been at \$4.3 million dollars. City Manager Amanda Jarratt stated that the budget has not been broken out from Operations vs. Capital which has caused some points of discussion and has not allowed for proper Capital investment in the Schools. As the City Manager, Amanda Jarratt suggest that the City breaks the budget out. City Manager Amanda Jarratt presented a history of the FCPS Carryover which has been discussed previously.

FCPS Fund Balance Carryover History

| Fiscal Year | Amount |
|-------------|------------|
| FY18-19 | \$ 207,158 |
| FY19-20 | \$ 335,330 |
| FY20-21 | \$ 703,158 |
| FY21-22 | \$ 557,200 |
| FY22-23 | \$ 321,663 |
| FY23-24 | \$ 308,655 |

City Manager Amanda Jarratt stated that what was discussed previously was the General Funds, each of the Enterprise Funds are balanced separately and based on fees. City Manager Amanda Jarrat stated that taxes go to the General Funds and the Enterprise Funds are based off of fees. She added that the Water and Sewer Fund is balanced at \$5.1 million dollars which is \$1.7 million dollars more than the FY23-24 budget. Capital spending is \$25,001 compared to \$339,963 in FY23-24 and there is no recommended increase in the City’s Water and Sewer rates. City Manager Amanda Jarratt stated that the City has had a Water and Sewer rate study done which will be shared with Council by future Administration for consideration. City Manager Amanda Jarratt stated there is a need to increase the rates but it is not recommended at this point in time. She added that the Fund Balance is at 67.05% which is an excess of Council’s guidelines of 15%-25%, and that does include the transfer to support the General Fund.

City Manager Amanda Jarratt stated that the Solid Waste Fund is at \$1.5 million dollars which is \$168,345 more than the Fy23-24 budget. She added that no increase has been budgeted for the City’s Solid Waste rates. The tipping fee for SPSA is decreasing from \$67.00 to \$65.00. City Manager Amanda Jarratt stated that the Fund Balance is at 73.5% which is inline with Council’s guidelines of 25%-40%. City Manager Amanda Jarratt stated that Dennis from SPSA will be at the next Council meeting to provide the current state of SPSA.

City Manager Amanda Jarratt stated that the Airport Fun is balance at \$201,078 which is \$13,460 more than the FY23-24 budget primarily due to the increase cost in insurance and fuel.

City Manager Amanda Jarratt stated that the Electric Fund is balanced at \$16.5 million dollars which is a decrease from the FY23-24 budget of \$2.3 million or 12% which is directly related to energy resale cost. She added that it was a much milder year, therefore we sold less energy which in turn means less revenue. City Manager Amanda Jarratt stated that the City will have to pay an estimated amount of \$600,000 “true-up” to Dominion which is the same as FY24 and there is no increase budgeted for the City’s electric rates therefore, all things remain the same. City Manager Amanda Jarratt stated as a reminder, the rates increased by 12% and the City only passed on 2% by subsidizing that increase by

10%. She added the fuel adjustment cost is projected to decrease. City Manager Amanda Jarratt stated that all of this includes the transfer to the General Fund of \$1.8 million dollars. She added with all of that said, the Fund Balance remains in excess of Council guidelines at 35.12%. City Manager stated this is healthy standing.

City Manager Amanda Jarratt stated that with regards to the Social Services Fund, the local match requirement for FY25 is \$694,997 compared to the FY24 at \$640,674 which is an increase of \$54,323. The total DSS Budget is \$3,570,879 and includes a 2.5% state salary increase which has now been changed by the Governor of Virginia to 3%.

| SOCIAL SERVICES FUND | | | | | | | | |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2024 |
| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Actual |
| CSA Social Services Expenditure Totals | 159,073 | 177,162 | 229,411 | 263,116 | 376,213 | 823,668 | 625,312 | 451,811 |
| Percentage Change over previous year | | 11.37% | 29.49% | 14.69% | 42.98% | 118.94% | -24.08% | -45.15% |
| Percentage change from FY18 to FY24 budget | | | | | | | 293.10% | 184.03% |
| Juvenile Detention & Group Home | 51,192 | 51,186 | 74,595 | 65,475 | 214,066 | 276,046 | 200,000 | 121,686 |
| Percentage Change over previous year | | -0.01% | 45.73% | -12.23% | 226.94% | 28.95% | | |

through 1/30/24



Councilman Gregory McLemore asked for clarification regarding the 2024 Budget being \$625,312 and the 2024 Actual \$451,811. City Manager Amanda Jarratt stated that the 2024 Actual amount is what has been spend so far since January 2024, therefore at this rate the City may exceed the \$625,312 budget. City Manager Amanda Jarratt stated that the agreement with the City of Chesapeake Juvenile Detention was terminated therefore we are currently paying for Juvenile Detention at 4-5 facilities. City Manager Amanda Jarratt stated that the cost is \$191.00 a day per child.

FY24-25 Debt Service Obligation (All Funds) Compared to FY 23-24 Budget

| Fund | FY23-24 | FY24-25 | Budget Variance FY24-25 over FY23-24 |
|------------------------------|-------------------|-------------------|--|
| General Debt | \$ 788,169 | \$ 1,360,137 | \$ 571,968 |
| School Debt | \$ 414,133 | \$ 414,662 | \$ 529 |
| Tax Supported Debt | \$ 1,202,302 | \$ 1,774,799 | \$ 572,497 |
| Water & Sewer Debt | \$ 339,963 | \$ 25,001 | \$ (314,962) |
| Solid Waste | \$ 28,533 | \$ 30,196 | \$ 1,663 |
| Electric Debt | \$ 236,437 | \$ 232,117 | \$ (4,320) |
| Total Enterprise Debt | \$ 604,933 | \$ 287,314 | \$ (317,619) |

| Name of Organization (City Council Budget) | Requested | Adopted | Adopted | Requested | Adopted | Requested | City Manager Recommended for Council Approval | Change Requested | Percent |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---|---------------------|---------------------|
| | FY 2023-2022 | FY 2023-2022 | FY 2023-2023 | FY 2023-2024 | FY 2023-2024 | FY 2024-2025 | FY 2024-2025 | Increase (Decrease) | Increase (Decrease) |
| Blackwater Community Events | \$ 6,500.00 | \$ 6,500 | \$ 6,500 | \$ 6,500 | \$ 6,500 | \$ 6,500 | \$ 6,500 | | 0% |
| Boys & Girls Club | 7,500 | 4,500 | 4,500 | 7,500 | 4,500 | | | (4,000) | 320% |
| Chathamfield Country Rise & EMS, Med/Right | 900 | | | 900 | | | | | #DIV/0! |
| Children's Center | 3,400 | | | 3,400 | | | | | #DIV/0! |
| Coast 3 | 3,400 | | 1,000 | 30,000 | 500 | | 4,342 | (500) | 320% |
| Independence | 5,000 | 1,800 | 1,800 | 35,000 | 2,000 | | 6,500 | 4,500 | 25% |
| Franklin Experience, Inc. | 6,500 | 5,000 | 5,000 | 6,500 | 5,000 | 10,000 | 6,500 | 1,500 | 30% |
| Franklin/ Southampton County Fair (Vote for FY25) | | | | | | 10,000 | 6,500 | | #DIV/0! |
| Genesis Shelter | 10,000 | 4,500 | 4,500 | 35,000 | 4,500 | 10,000 | 4,500 | | 0% |
| HIS, Military & Federal (Active Balance) | 4,311 | 4,311 | 4,311 | 4,311 | 4,311 | 3,994 | 3,994 | (318) | -1% |
| Hopkins Road/ Westside Council (Opportunity, Inc.) | 2,213 | 2,213 | 2,206 | 2,206 | 2,206 | 2,262 | 2,262 | 26 | 1% |
| P. D. C.C. | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | | 0% |
| Rails Museum Arts - Not Grant | 10,000 | 5,000 | 5,000 | 10,000 | 5,000 | 10,000 | 5,000 | | 0% |
| Senior Services of Virginia | 10,000 | 6,000 | 6,000 | 12,500 | 6,000 | 50,000 | 10,000 | 9,000 | 50% |
| Smart Beginnings Western Tidewater | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | | 0% |
| STOP Incorporated | 9,345 | 1,000 | 1,000 | | 1,000 | | 1,000 | | 0% |
| Virginia Legal Aid Society, Inc. | 4,634 | | | | | 5,674 | | | #DIV/0! |
| Western Tidewater Res. Clinic | 40,800 | 3,600 | 3,600 | 46,980 | 3,600 | 57,968 | 6,500 | 2,900 | 81% |
| Franklin Southampton Econ Development, Inc. | 300,000 | 100,000 | | | | 300,000 | 300,000 | | 0% |
| Total | \$ 159,433 | \$ 70,154 | \$ 71,067 | \$ 234,317 | \$ 1,255,648 | \$ 309,540 | \$ 790,256 | \$ 16,388 | 13.30% |
| Other Agencies (Various Departments) | | | | | | | | | |
| 2th District Court Serv - Juvenile Detention | \$ 104,288 | \$ 93,000 | \$ 200,000 | \$ 225,000 | \$ 250,000 | \$ 245,000 | \$ 245,000 | \$ (5,000) | -2% |
| Blackwater Regional Library | 246,317 | 246,317 | 246,346 | 236,578 | 236,373 | 246,243 | 246,243 | 6670 | 4% |
| Community Connections Program 5th Judicial District | 13,693 | 9,000 | 9,294 | 10,000 | 10,000 | 9,333 | 9,333 | (667) | -1% |
| Franklin Southampton Econ, Development, Inc. | 100,000 | 300,000 | 100,000 | 100,000 | | | | | #DIV/0! |
| Franklin/Southampton Chamber | 8,500 | 8,500 | 8,500 | | 8,500 | | | (8,500) | 300% |
| Hopkins Road/ Planning District Comm. | 18,897 | 18,897 | 18,564 | 19,726 | 19,726 | 20,604 | 20,604 | 818 | 4% |
| Health Department | 110,000 | 110,000 | 104,252 | 106,500 | 106,500 | 106,500 | 106,500 | | 0% |
| Joint Operations - Southampton County | 271,110 | 271,110 | 278,958 | 379,117 | 319,117 | 316,196 | 316,196 | (2,921) | -1% |
| Western Tidewater Community Services Board | 40,337 | 35,367 | 35,367 | 42,449 | 42,449 | 40,116 | 40,116 | (2,231) | -1% |
| Western Tidewater Regional Jail | 1,021,052 | 1,021,052 | 931,457 | 1,004,492 | 1,004,492 | 1,004,492 | 1,004,492 | | 0% |
| Total | \$ 1,961,982 | \$ 1,811,678 | \$ 1,970,338 | \$ 2,098,901 | \$ 2,852,499 | \$ 2,839,164 | \$ 2,839,164 | \$ 6,780 | 0.25% |

City Manager Amanda Jarratt stated that she hoped this information was helpful, there is a lot of work remaining for the FY25 Budget and she is committed to work on the Budget based on the information the City has. City Manager Amanda Jarratt stated key points to take away are that the City is waiting on the real estate assessment which will change a lot, Council needs to work with staff on Capital needs, work closely with the FCPS regarding their Capital needs. City Manager Amanda Jarratt entertained any questions from Council and again thanked the Department Heads and Finance Department for their long hours on gathering this information.

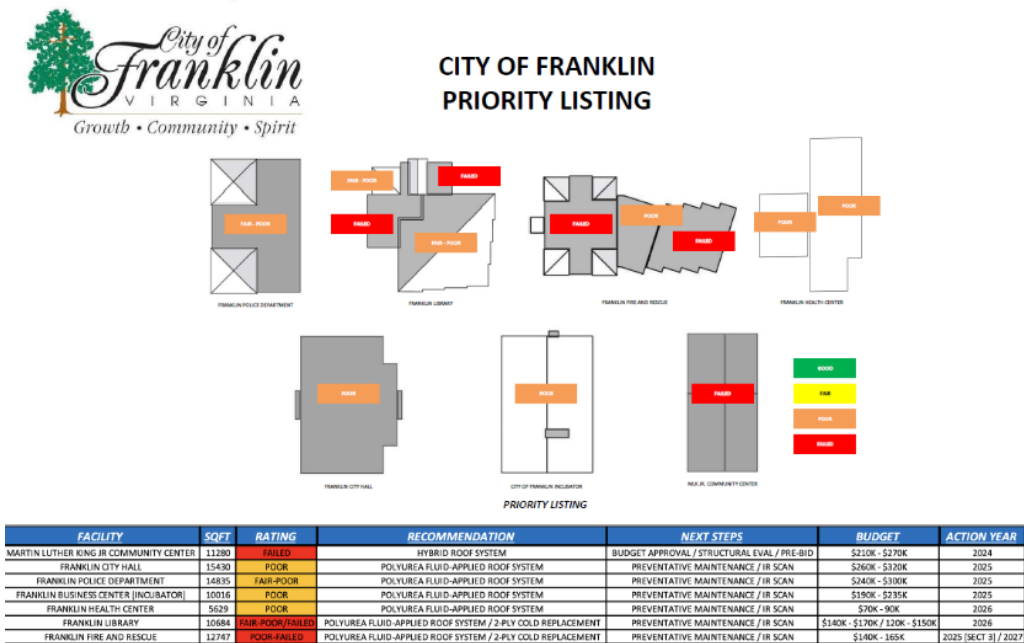
Councilman Linwood Johnson thanked City Manager Amanda Jarratt and the City of Franklin staff for gathering the information presented. He added that the presentation is a monumental task and was put together wonderfully.

Old/New Business:

A. Overview of Roof Condition Franklin City Public Buildings

City Manager Amanda Jarratt stated that a few weeks ago, there was water in the City Manager’s office and two weeks ago there was water in the IT Director’s office for Franklin City Public Schools as well as significant issues at Franklin Fire & Rescue and Franklin Parks & Recreation. City Manager thanked Mr. Chad Edwards, Director of Public Works and his staff for working with Collin Daniels, Territory Manager at the Garland Company to complete an analysis of the roof space for the City of Franklin owned buildings.

Collin Daniels, Territory Manager at the Garland Company stated that his company completed an assessment of the roof space for seven (7) City of Franklin buildings. He stated that many of the buildings scored red which indicates that it failed and orange which indicates that it is in poor condition.



Collin Daniels, Territory Manager at the Garland Company stated that half of the roofs are at half of their life. They are in good enough condition where they can be restored. He added that he would recommend replacing Franklin City Hall, Franklin Police Department and Franklin Business Center first due to them being in a state where restoration could occur. Collin Daniels, Territory Manager at the Garland Company added that due to the current renovations to the Martin Lither King Jr. Community Center, he would recommend correcting the roof issues with that as well to preserve the current updates taking place.

Mayor Robert Cutchins thanked Collin Daniels, Territory Manager for his time and assessment he put together. Councilman Gregory McLemore asked if Mr. Daniels provided an estimate to complete all repairs. Collin Daniels, Territory Manager at the Garland Company pointed Council to page 3, which indicated an estimated cost of \$1.6 million dollars for the repairs.

B. Health Insurance Renewal

City Manager Amanda Jarratt stated that this is the time of year where Health Insurance has to be renewed. The City of Franklin is a member of the Local Choice program which provides benefits of a pool system. We received our renewal for the FY24-25 fiscal year and are receiving an 11% increase compared to last year’s 9.9% increase. City Manager Amanda Jarratt stated that the increase is based on our experience which included a few high cost claims within the City. The average pool benefit for the City of Franklin’s employee population size is about 70/30. City Manager Amanda Jarratt presented an example of the same maintaining the 91% coverage that the City is currently providing to employees as well as an example of 50/50 and 75/25 coverage.

Councilman Linwood Johnson made a motion for the City to cover 91% of City of Franklin employee’s insurance premiums with a second from Councilman Mark Kitchen.

The motion carried the vote 6-0

The vote was as follows:

| | |
|-------------------------------------|---------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wyndolyn Copeland | Aye |
| Mayor Robert Cutchins | Aye |
| Councilman Ray Smith | Absent |
| Councilman Gregory McLemore | Aye |

Mayor Robert Cutchins affirmed the motion carried.

C. Consideration of an Interim City Manager

City Manager Amanda Jarratt stated that Council conducted interviews tonight regarding an Interim City Manager due to City Manager Amanda Jarratt’s last day with the City of Franklin is March 26th therefore there will need to be an Interim City Manager appointed effective March 27th. City Manager Amanda Jarratt stated this item was placed in the agenda if there was recommended action as well as in Closed Session if an additional Closed Session discussion is needed by Council.

Mayor Robert Cutchins informed Citizens that Council conducted two interviews at 6:00 pm for Interim City Manager.

Councilman Linwood Johnson stated that both interviews were dynamic but Ms. Darlene Burcham has worked for various Cities in Hampton Roads area. He added that one of the essential attributes that Ms. Burcham had is that she prioritizes a meeting with Department Heads after a City Council meeting to ensure that the staff is aware of what City Council is in need of.

Councilman Linwood Johnson made a motion to hire Ms. Darlene Burcham as Interim City Manager with a second from Vice-Mayor Wynndolyn Copeland.

Councilman Gregory McLemore stated that he has conducted research on the hiring of an Interim City Manager and stated that he found that the Human Resources Director should be including during the process. He added that he also asked two individuals which have experience with various large Cities and stated they agreed that the Human Resources Director should be included in the selection of the Interim City Manager. Councilman Gregory McLemore stated that he feels Council is not in an intelligent position to make the decision at the moment based off of the individuals resume and thirty (30) minute interview.

Mayor Robert Cutchins reminded Council that Councilman Linwood Johnson made a motion to hire Ms. Darlene Burcham as Interim City Manager with a second from Vice-Mayor Wynndolyn Copeland.

Councilwomen Jessica Banks stated that in addition to the Interim City Manager interviews, Council also brought in two current City of Franklin Employees. Councilwoman Banks stated while she is in agreement for hiring one of the candidates for Interim City Manager, she stated her decision is contingent upon bringing in the two current staff who is familiar with the City of Franklin.

Mayor Robert Cutchins confirmed with the City Attorney, Heather Lockerman that the motion would need to be amended to give Mayor Robert Cutchins authorization to sign the contract for whomever Council votes as Interim City Manager. Heather Lockerman, City Attorney stated that in Closed Session she will need to supply Council with legal advice on the topic of hiring the two City of Franklin staff to assist the new Interim. City Manager. She added that her understanding is that there is a motion to hire Ms. Darlene Burcham as Interim City Manager with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 5-1

The vote was as follows:

| | |
|--------------------------------------|---------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Robert Cutchins | Aye |
| Councilman Ray Smith | Absent |
| Councilman Gregory McLemore | Nay |

Mayor Robert Cutchins affirmed the motion carried.

D. City Manager's Report

City Manager Amanda Jarratt stated that on March 10th at 8:30 pm she was notified by Senator Warner's office that the earmark that City Manager Amanda Jarratt submitted for the radio system was awarded \$400,000.00. City Manager Amanda Jarratt stated that as she shared earlier in the meeting,

the radio project will be on the agenda for March 25th. City Manager Amanda Jarratt stated that she is pleased that the City was able to work with the Federal Delegation to obtain the second earmark in the last two years. Councilman Linwood Johnson stated that he is extremely thankful for her commitment to receive this award. He added that an individual may not realize that every dollar counts and applaud City Manager Amanda Jarratt and staff for working on this.

City Manager Amanda Jarratt stated that the City is also in the process of a website upgrade. She added the contract has been signed and therefore this topic will be discussed later in future meetings due to the current website not being ADA compliant which is a requirement.

City Manager Amanda Jarratt stated that Council directed staff to contact the Berkley Group to assist in obtaining a permanent City Manager, they are available to meet with Council on March 18th for a Work Session to talk through what attributes you would like to see in the next City Manager. City Manager Amanda Jarratt advised Council that Human Resources is not available on March 18th, therefore Council will need to look at a different date if Council would like Human Resources to attend. Mayor Robert Council requested to extend the meeting date with the Berkley Group.

- Staff continues to work on the various capital projects approved by City Council.
 - Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD and has been referred to final review. HBA has been procured as the architect and the kick off meeting was held on January 3, 2024. Survey work is almost complete. Conceptual design is underway.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. Final conceptual plans are complete and architectural plans will be under development soon.
 - We anticipate bidding out the improvements to Riverwalk Park in the next 30 days.
- Staff continues to work with DHCD and Kimely Horn on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Three responses were received for the Franklin Southampton radio project and they are currently under review by the review team. Competitive negotiations with these firms is scheduled for next week. This is anticipated to be on the March 25th agenda.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Mosely was held on November 20th.
- The Great American Cleanup is scheduled for March 22nd and 23rd in Hampton Roads. Each year over 1,000 volunteers team up to clean up Hampton Roads for the regional two-day event. Volunteers from military commands, local businesses and non-profits join forces with private citizens across Hampton Roads to rid the land and water of litter, tend community gardens and improve public parks. Since 2019, volunteers have cleared more than 196 tons of litter from our environment. Staff would like to organize and register the City of Franklin for the Great American Cleanup.

My last day with the City of Franklin is March 26th. I am working with the staff and City Council on a transition plan and to finalize the FY 25 budget.

Council/Staff Reports on Boards/Commissions:

None at this time.

Closed Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council adjourn into a closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects:, the appointment of an Interim City Manager, and Franklin City School Board, Industrial Development Authority, HRPDC Community Advisory Committee, Board of Zoning Appeals, Southview Cemetery Advisory Committee, Blackwater Regional Library, Historic Preservation Commission, Beautification Commission, Social Services Advisory Board. The motion was seconded by Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-0

The vote was as follows:

| | |
|--------------------------------------|---------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Robert Cutchins | Aye |
| Councilman Ray Smith | Absent |
| Councilman Gregory McLemore | Aye |

Mayor Robert Cutchins stated the motion carried the vote.

Motion Upon Return to Open Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on January 8, 2024, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 6-0

The vote was as follows:

| | |
|--------------------------------------|---------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Robert Cutchins | Aye |
| Councilman Ray Smith | Absent |
| Councilman Gregory McLemore | Aye |

Mayor Robert Cutchins stated the motion carried the vote.

Councilman Gregory McLemore exited at 9:14 p.m.

Adjournment

Councilwoman Jessica Banks made a motion to adjourn the March 11, 2024 City Council meeting with a second from Vice-Mayor Wynndolyn Copeland.

The motion carried the vote 5-0

The vote was as follows:

| | |
|--------------------------------------|---------------|
| Councilman Linwood Johnson | Aye |
| Councilman Mark Kitchen | Aye |
| Councilwoman Jessica Banks | Aye |
| Vice-Mayor Wynndolyn Copeland | Aye |
| Mayor Robert Cutchins | Aye |
| Councilman Ray Smith | Absent |
| Councilman Gregory McLemore | Absent |

Mayor Robert Cutchins stated the meeting stands adjourned.

The March 11, 2024 City Council meeting was adjourned at 9:25 P.M.

Mayor

Clerk to City Council



National Small Business Week
April 28, 2024 – May 4, 2024
Proclamation #2024-04

WHEREAS, America’s strongest economic growth has been driven by the resilience of our small businesses who continue to pioneer innovative solutions to our country’s greatest challenges and create opportunities for families and workers; and,

WHEREAS, from the storefront shops that anchor Main Street to the high-tech startups that keep America on the cutting edge to the small manufacturers driving our competitiveness on the global stage, small businesses are the backbone of our economy and the cornerstones of our nation’s promise; and,

WHEREAS, when we support small business, jobs are created, and local communities preserve their unique culture and vibrancy; and,

WHEREAS, because this country’s more than 33 million small businesses create nearly two out of three new jobs in the United States, we cannot resolve ourselves to create jobs and spur economic growth in America without discussing ways to support our entrepreneurs; and,

WHEREAS, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and,

WHEREAS, the City of Franklin Council hereby supports and joins in this national effort to help America’s small businesses do what they do best – grow their business, create jobs, and ensure that our local communities remain as vibrant tomorrow as they are today

NOW, THEREFORE, the City of Franklin recognizes April 28th - May 4th, 2024 as **SMALL BUSINESS WEEK**, and I call this observance to the attention of our citizens in order to celebrate and support our City’s small businesses and entrepreneurs.

Signed this 25th day of March 2024.

Robert “Bobby” Cutchins, Mayor
City of Franklin, Virginia

BUDGET AMENDMENT 2024-15

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2023-2024 City Budget is hereby amended to:

1. *Appropriate remaining School Operating Fund balance from FY23 to FY24 to cover one time capital costs as requested by the School Board.*

| | | 2023-2024 | AMENDED | INCREASE |
|---------------------------|-------------------------|------------------|----------------|-------------------|
| | | BUDGET | BUDGET | (DECREASE) |
| | #1 | | | |
| 250 EDUCATION FUND | | | | |
| REVENUE | | | | |
| 250-3-41050-1000 | Restricted Fund Balance | \$ 305,110 | \$ 887,965 | <u>582,855.25</u> |
| | | | | <u>582,855.25</u> |
| EXPENDITURES | | | | |
| 250-4-60000-0010 | Facilities | 179,208 | 762,063 | <u>582,855.25</u> |
| | | | | <u>582,855.25</u> |

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter
Division Superintendent

DATE: March 7, 2024

RE: Budget Amendment Request

The Franklin City School Division requests a FY24 Budget Amendment as follows:

Portion of Phase I to Replace SPM HVAC system **\$582,855.25**

The resulting budget amendment entry would be as follows:

| <i>Accounting Use Only</i> | <i>School Account</i> | <i>Amount</i> | <i>City Account</i> |
|----------------------------|-------------------------|---------------|---------------------|
| Increase Expenditures | Capital Improvements | 582,855.25 | 250-4-60000-0010 |
| Increase Revenues | Restricted Fund Balance | 582,855.25 | 250-3-41050-1000 |

Franklin City Public Schools is an equal educational opportunity school system. The School Board of the City of Franklin also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion or disability.

BUDGET AMENDMENT 2024-16

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2023-2024 City Budget is hereby amended to:

1. *recognize grant revenue from SERCAP, Inc. for the Laurel Street Revitalization Project and to appropriate such revenue for use; and*
2. *recognize sponsorships from Dominion Energy Services, Inc., Bronco Federal Credit Union, and Repair Tech Industrial Contractors and appropriate such revenue for use.*

| | | 2023-2024 BUDGET | AMENDED BUDGET | INCREASE (DECREASE) |
|------------------|--|-----------------------------|---------------------------|--------------------------------|
| | #1 | | | |
| | 501 WATER & SEWER REVENUE | | | |
| 501-3-16190-6081 | SERCAP Inc. Grant Revenue | \$ - | \$ 30,000 | <u>30,000</u> |
| | | | | <u>30,000</u> |
| | EXPENDITURES | | | |
| 501-4-44113-3190 | Contractual Services | \$ 97,721 | \$ 127,721 | <u>30,000</u> |
| | | | | <u>30,000</u> |
| | #2 | | | |
| | 100 GENERAL FUND REVENUE | | | |
| 100-3-13030-0052 | Farmer's Market Fees | \$ 1,380 | \$ 1,880 | 500 |
| 100-3-18990-3016 | Donations Tourism | \$ 2,750 | \$ 6,250 | <u>3,500</u> |
| | | | | <u>4,000</u> |
| | EXPENDITURES | | | |
| 100-4-81600-7001 | Farmers' Market Expenses | \$ 5,000 | \$ 5,500 | 500 |
| 100-4-81600-5892 | Festival and Events | 15,688 | 19,188 | <u>3,500</u> |
| | | | | <u>4,000</u> |

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council



347 Campbell Avenue, SW | Roanoke, Virginia 24016
540 345-1184 (P) | 540 342-2932 (F) | www.sercap.org

Hope F. Cupit, CPA
President & CEO

Walter Fleming
Board Chair

October 31, 2023

Amanda Jarratt
City Manager
City of Franklin
207 W. 2nd Ave.
Franklin, VA 23851

Dear Mr. Pollitt

Southeast Rural Community Assistance Project, Inc. has approved the grant allocation below for your project in Franklin City:

| <u>Project Allocation</u> | |
|---------------------------------|--|
| Project Name | City of Franklin Phase 2 Sanitary Sewer Improvements |
| Project Number | 62720 |
| Amount | \$30,000 |
| Source of Funding | ST-46 |
| Date of Meeting | 10/26/23 |
| Type of Project | Waste Water |
| Comments | Funds to support infrastructure upgrades |
| Project Period/Expiration Date: | 10/25/25 |

Because our grant funds are limited, these grant funds must be spent within 24 months or they will be deobligated. We are well aware that delays are often encountered during the course of a project and will provide whatever assistance we can in moving the project to completion.

The Board of Directors requests that any materials produced and/or activities undertaken as part of this project must clearly acknowledge funding and/or assistance given by the Southeast Rural Community Assistance Project. To document the impact of this funding and/or assistance, copies of materials produced or notification of activities scheduled should be forwarded to Southeast Rural Community Assistance Project.

Please direct any questions regarding this project funding to Ms. Amanda Kelley, Regional Programs Lead. Southeast Rural Community Assistance Project looks forward to working with you to achieve this important community project.

Sincerely,

Hope Cupit
President and CEO

cc: Amanda Kelley, Regional Programs Lead
Lauren Mason, Director of Planning & Development
Charles Denny, Director of Finance

Governor Glenn Youngkin
Delegate Howard Otto Wachsmann
Senator L. Louise Lucas
Congressman Jennifer A. Kiggans

Sponsorship Registration

Business Name:

Dominion Energy Services, Inc.

Mailing Address:

2700 Cromwell Dr. Norfolk, VA 23509

Contact Number:

804-297-8752

Email Address:

justin.t.pope@dominionenergy.com

Contact Person:

Justin Pope

Franklin's Market on Main Sponsorship Level:

Gold - \$500 X Silver - \$250 _____ Bronze - \$100 _____

****Please submit a high-resolution logo to ajones@franklinva.com****

Checks and registration forms can be mailed to:

"City of Franklin - Attn. Tourism" 207 W 2nd Ave, Franklin, Virginia 23851

Questions or concerns can be directed to A'Risha Jones at ajones@franklinva.com or (757) 562-8506

Sponsorship Registration

Business Name:

Bronco Federal Credit Union

Mailing Address:

135 Stewart Drive, Franklin, VA 23851

Contact Number:

757-569-3719

Email Address:

ashley.covington@broncofcu.com

Contact Person:

Ashley Covington

Sponsorships: (Please check the sponsor level desired for each respective event you wish to sponsor)

Spring Fest - Event Date 04/20/24

* Gold - \$1000 Silver - \$500 Bronze - \$250

Juneteenth Cultural Celebration - Event Date 06/22/24

Gold - \$1000 Silver - \$500 Bronze - \$250

Independence Day Celebration - Event Date 07/03/24

Gold - \$1000 Silver - \$500 Bronze - \$250

Third Thursday's Summer Concert Series - Event Dates 6/20, 7/18, 8/15, 9/18

Gold - \$1000 Silver - \$500 Bronze - \$250

Fall Festival - Event Date 09/28/24

Gold - \$1000 Silver - \$500 Bronze - \$250

Holiday Open House & Craft Fair - Event Date 11/09/24

Gold - \$500 Silver - \$250 Bronze - \$100

~~Platinum - \$2,500~~

Platinum - \$2,500

Sponsorship Registration

Business Name:

REPAIR TECH INDUSTRIAL CONTRACTORS

Mailing Address:

P.O. Box 658 FRANKLIN, VA 23051

Contact Number:

757-569-7752

Email Address:

craig.sawyer@repairtechllc.net

Contact Person:

Craig Sawyer

Sponsorships: (Please check the sponsor level desired for each respective event you wish to sponsor)

Spring Fest - Event Date 04/20/24

Gold - \$1000 _____ Silver - \$500 _____ Bronze - \$250 _____

Juneteenth Cultural Celebration - Event Date 06/22/24

Gold - \$1000 _____ Silver - \$500 _____ Bronze - \$250 _____

Independence Day Celebration - Event Date 07/03/24

Gold - \$1000 _____ Silver - \$500 _____ Bronze - \$250 _____

Third Thursday's Summer Concert Series - Event Dates 6/20, 7/18, 8/15, 9/18

Gold - \$1000 _____ Silver - \$500 _____ Bronze - \$250 _____

Fall Festival - Event Date 09/28/24

Gold - \$1000 _____ Silver - \$500 _____ Bronze - \$250 _____

Holiday Open House & Craft Fair - Event Date 11/09/24

Gold - \$500 _____ Silver - \$250 _____ Bronze - \$100 _____

Platinum Bundle Sponsorship

Platinum - \$2,500

BUDGET AMENDMENT 2024-17

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2023-2024 City Budget is hereby amended to:

1. *Request the use of Unassigned Fund Balance to purchase a weapons scanner for S.P. Morton Elementary School as requested by the School Board.*

| | 2023-2024 BUDGET | AMENDED BUDGET | INCREASE (DECREASE) |
|--|---------------------|-------------------|------------------------|
| #1 | | | |
| 250 EDUCATION FUND | | | |
| REVENUE | | | |
| 250-3-41050-6100 Funds Local Government - Capital Proj | \$ - | \$ 152,653 | 152,653 |
| | | | 152,653 |
| EXPENDITURES | | | |
| 250-4-60000-0011 Technology | 1,317,919 | 1,470,572 | 152,653 |
| | | | 152,653 |
| #2 | | | |
| 100 GENERAL FUND | | | |
| REVENUE | | | |
| 100-3-41050-0150 Use of Unassigned Fund Balance | \$ 1,444,712 | \$ 1,597,365 | 152,653 |
| | | | 152,653 |
| EXPENDITURES | | | |
| 100-4-93100-9260 Transfers to School Operations | 4,330,237 | 4,482,890 | 152,653 |
| | | | 152,653 |

Certified copy of resolution adopted by Franklin City Council.

Clerk to the City Council




FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE
SUPERINTENDENT

207 West Second Avenue
Franklin, Virginia 23851-1713
(757) 569-8111 • Fax (757) 516-1015

MEMORANDUM

TO: Amanda Jarratt
Franklin City Manager

FROM: Dr. Carlton Carter
Division Superintendent 

DATE: March 22, 2024

RE: Budget Amendment Request

The Franklin City School Division requests a FY24 Budget Amendment as follows:

Security Scanners in Schools

\$152,653.00

| <i>Accounting Use Only</i> | <i>School Account</i> | <i>Amount</i> | <i>City Account</i> |
|----------------------------|----------------------------|---------------|---------------------|
| Increase Expenditures | 10-Technology | 152,653.00 | 250-4-60000-0011 |
| Increase Revenues | 10-Restricted Fund Balance | 152,653.00 | 250-3-41050-1000 |

Franklin City Public Schools is an equal educational opportunity school system. The School Board of the City of Franklin also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion or disability.



ALLIANCE TECHNOLOGY GROUP

7010 Hi Tech Drive
 Hanover, MD 21076
 phone 410-712-0270
 fax 410-712-0271

WBE and WOSB Certified
 Franklin City Schools
 Joshua Spaugh
 207 W 2nd Ave
 Franklin, VA 23851
 VHEPC # UVA-AGR-IT-00275-Alliance

SALES QUOTATION

Quote Date: 8-Mar-2024
 Quote Number: FCS03082024-1520114
 Alliance Sales Rep: Glen Groat
 Vendor Sales Rep: (804) 389-1185
 Expiration Date: 6-Apr-2024

| Description | Evolv Technology | | | | |
|------------------------|--|------|-------------|--------------|-----------------|
| Product # | Evolv Express Single Lane | Qty. | Unit List | Sales Price | Ext Sales Price |
| 101-00304-01 WS-HP-K12 | Evolv Express SingleLane 2 Indoor Wireless Hardware Purchase K12 | 2 | \$65,400.00 | \$ 50,012.00 | \$100,024.00 |
| 101- 00304-01- SS | Evolv Express Single Lane 2 Indoor Software & Services No Hardware | 2 | \$36,000.00 | \$ 19,688.00 | \$ 39,376.00 |
| 390-00256 | DTR Tablet Battery Charger, 6-Slot | 1 | \$ 445.00 | \$ 366.00 | \$ 366.00 |
| 390-00255 | DTR Tablet Replacement Battery, 90W | 4 | \$ 175.00 | \$ 144.00 | \$ 576.00 |
| 101- 00257-01 | Express Operational Test Kit (OTK) | 1 | \$ 378.00 | \$ 311.00 | \$ 311.00 |
| ALI-INS | Complete installation, testing, and training based on installation plan | 2 | \$ 7,000.00 | \$ 5,000.00 | \$ 10,000.00 |
| Shipping | Estimated Shipping | 2 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,000.00 |

| | |
|--------------|----------------------|
| Total | \$ 152,653.00 |
|--------------|----------------------|

End User: Franklin City Schools

Alliance Post Sales Service is optional and will be added to quotation at your request.

Freight & Applicable Taxes Additional. Freight charges are "ESTIMATED" and "ACTUAL" charges will be invoiced. Customer is responsible for 100% of freight charges. This quote and configuration is confidential to Alliance and is only to be used between Alliance and the customer. In the event this provided quote and configuration is used for other purposes, consulting fees will be charged. Should customer desire to use this information for any purpose other than its original intended purpose, or wish to divulge the contents of this quote to a 3rd party, customer must obtain written permission from Alliance prior to such use. This quote is valid for 30 days past the quote date unless otherwise noted and Quote is subject to change. All Purchase Orders subject to acceptance by Alliance Technology Group, LLC. Prices subject to change prior to acceptance of Purchase Order. Payment Terms pursuant to Contract of Sale. Leasing figures are being provided to you for informational purposes only. Actual lease rates may vary and are subject to credit approval. Alliance's Term's & Condition's apply. Alliance's T&C's can be viewed at www.alliance-it.com. Payment terms are determined by Alliance Technology Group, LLC. Maintenance pricing quoted must be purchased with product for price to be valid. Unless pre-paid, all maintenance pricing is subject to change. Alliance Technology Group LLC. reserves the right to impose a surcharge that is not greater than our cost of acceptance (less than 4%) on eligible credit card transactions. Please send credit application to credit@alliance-it.com. The credit application can be found at <http://www.alliance-it.com/online-credit>.

Signature: _____ Date: _____



*Office of the City Manager
Amanda C. Jarratt*

March 19, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Line of Credit Extension

Background

In 2022 as a part of the City of Franklin's overall plan of finance City Council authorized a \$4M line of credit in support of the capital projects associated with Franklin City Public Schools and other City of Franklin projects. This line of credit currently expires in January of 2025. In consultant with the City of Franklin's financial advisors it is recommended that this line of credit be extended by a one year period. It does not mean that the City of Franklin would utilize the line of credit but it would be there if necessary.

Recommended Action

Authorize the extension of the current line of credit for one additional year.

**RESOLUTION PROVIDING FOR THE EXTENSION OF THE GENERAL
OBLIGATION LINE OF CREDIT NOTE, SERIES 2022,
OF THE CITY OF FRANKLIN, VIRGINIA
RESOLUTION #2024-05**

WHEREAS, the City Council (**the “City Council”**) of the City of Franklin, Virginia (**the “City”**) previously determined it necessary and advisable and in the best interest of the City to authorize the borrowing of money in an amount not to exceed \$4,000,000 in order to provide interim financing for (i) roof projects at City Schools (**the “School Roof Projects”**) and (ii) other general fund and school capital projects for the City (**the “City Capital Projects,” together with the School Roof Projects, the “Projects”**) and to pay the costs of issuance thereof by the issuance by the City of its general obligation bond anticipation note or notes therefor; and

WHEREAS, the City held a public hearing, duly noticed, on August 22, 2022, on the issuance of up to \$4,000,000 of general obligation bonds or notes of the City in accordance with Section 15.2-2606 of the Act; and

WHEREAS, on September 12, 2022, the City issued its up to \$4,000,000 General Obligation Line of Credit Note, Series 2022 (**the “Note”**) maturing January 15, 2025, from Powell Valley National Bank (**the “Lender”**) to finance the Projects;

WHEREAS, the City has requested and the Lender has agreed to extend the term of the Note by approximately one year to January 15, 2026 with interest payable at the rate of 4.50% per annum, as set forth in an allonge to the Note (**the “Allonge”**) and a Modification Agreement between the City and the Lender (**the “Modification Agreement”**) the forms of which have been filed with the records of the City, and the City Council desires to accept such arrangement and proceed with such modification;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA:

1. The Mayor or Vice Mayor and City Manager are each hereby designated as authorized representatives of the City (**collectively, the “Authorized Representatives”**) and any one of such Authorized Representatives are hereby authorized and directed to execute and deliver the Modification Agreement on behalf of the City. The Allonge shall be signed by the Mayor or Vice Mayor of the City and the City’s seal shall be affixed thereon and attested by the City Clerk or Deputy City Clerk. Any officer of the City or any Authorized Representative is hereby authorized and directed to execute and deliver any other instruments, certificates and documents, on behalf of the City, as are necessary or appropriate to effect the transactions contemplated by the Modification Agreement, including amendments to existing agreements with the Lender ancillary or related to the Note. Each officer and Authorized Representative is authorized and directed to do and perform all things necessary or useful in furtherance of the execution and delivery of the Modification Agreement and the Allonge.

2. The City's full faith and credit are pledged to secure the payment of the principal of, premium, if any, and interest on the Note, as amended by the Allonge. Unless other funds are lawfully available and appropriated for timely payment of the Note, as amended by the Allonge, the City agrees to levy an annual tax upon all property subject to local taxation in the City sufficient to pay the principal of and premium, if any, and interest on the Note, as amended by the Allonge.

3. The City covenants that it shall not permit the proceeds of the Note, as amended by the Allonge, or the property financed thereby to be used in any manner that would result in (a) 5% or more of such proceeds or the facilities financed with such proceeds being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% or more of such proceeds or the facilities financed with such proceeds being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 5% or more of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the City receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the Note, as amended by the Allonge, from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law, the City need not comply with such covenants.

4. The City covenants that it shall not take or omit to take any action the taking or omission of which will cause the Note, as amended by the Allonge, to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and regulations issued pursuant thereto (the "Code"), or otherwise cause interest on the Note, as amended by the Allonge, to be includable in the gross income for Federal income tax purposes of the registered owner thereof under existing law. Without limiting the generality of the foregoing, the City shall comply with any provision that may require the City at any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Note, as amended by the Allonge, unless the City receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the Note, as amended by the Allonge, from being included in the gross income for federal income tax purposes of the registered owners thereof under existing law. The City shall pay any such required rebate from legally available funds.

5. The City Council hereby acknowledges that the Note, as amended by the Allonge, is expected to be deemed designated as a "qualified tax-exempt obligation" as defined in Section 265(b)(3)(B) of the Code as the Note was originally designated as such and the Note, as amended by the Allonge, satisfies the requirements of Section 265(b)(3)(D)(ii) of the Code.

6. This Resolution shall become effective immediately upon its passage. After such passage, a certified copy of this Resolution shall be filed by the Clerk with the Clerk of the Circuit Court of the County of Southampton, Virginia. Any ordinances or resolutions inconsistent herewith previously adopted by the City Council are amended to be consistent with this Resolution.

The foregoing Resolution was adopted at a regular meeting of City Council on March 25, 2024. Members of the Council voted as follows:

YES

NO

ABSTAINED

ABSENT

Adopted this 25th day of March, 2024.

The undersigned Clerk of the City Council of the City of Franklin, Virginia, hereby certifies that the foregoing constitutes a true and correct copy of a Resolution adopted at a meeting of the City Council of the City of Franklin, held on March 25, 2024. I hereby further certify that such a meeting was a regular meeting, duly called and held, during open meeting and that during the consideration of the foregoing Resolution, a quorum was present.

Clerk, City Council of the
City of Franklin, Virginia



*Office of the City Manager
Amanda C. Jarratt*

March 18, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: SPSA Overview and Update

Background Information

Dennis Bagley Executive Director of the Southeastern Public Service Authority (SPSA) will be present to provide Franklin City Council with an update on the status of the Authority and upcoming issues.

Recommended Action

None at this time.

SPSA UPDATE

FRANKLIN CITY COUNCIL
MEETING

MARCH 25, 2024



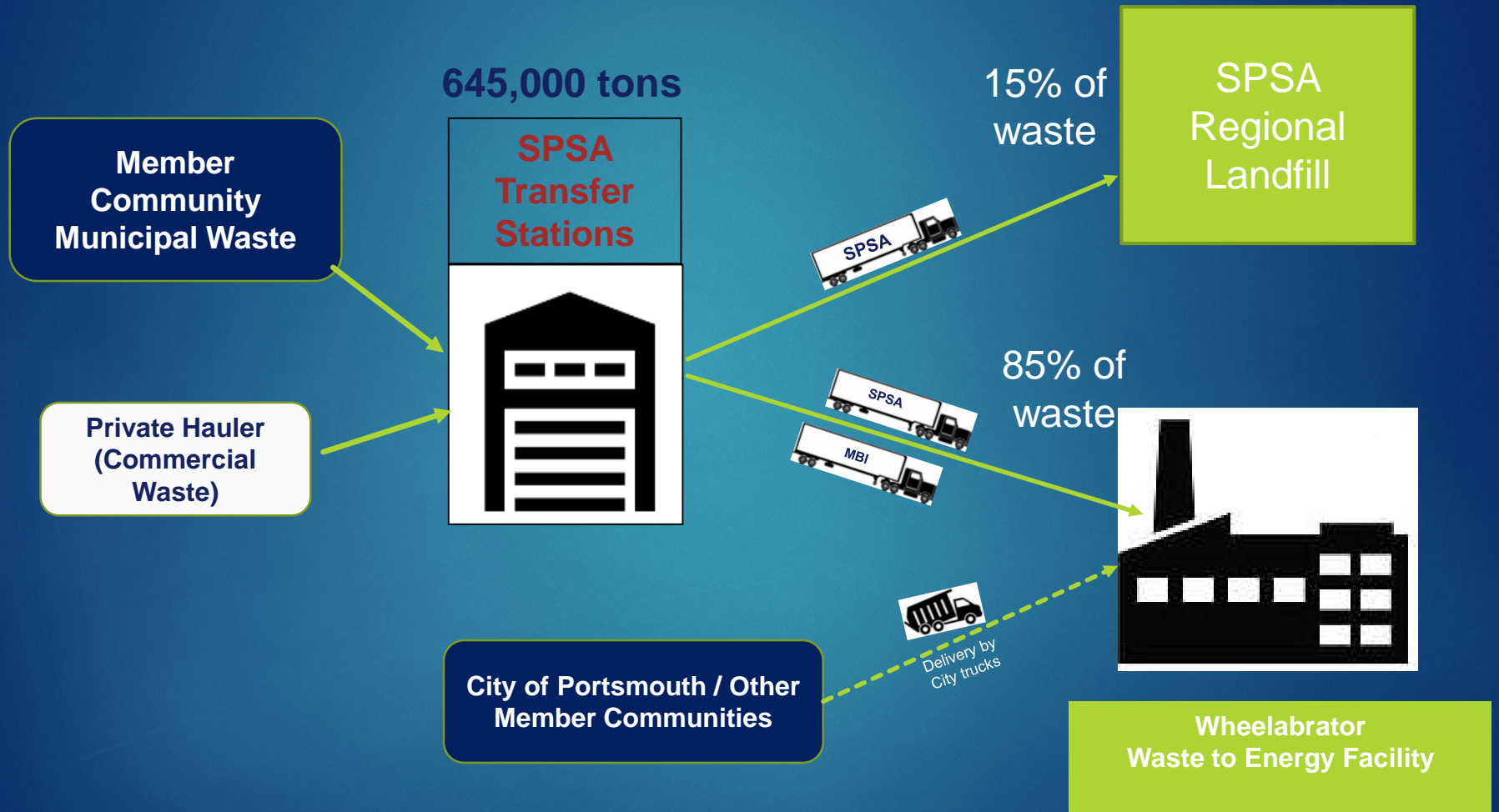
The 2018 Solid Waste Plan

- ▶ On January 15, 2018, SPSA entered into identical Use and Support Agreement with each of SPSA's eight (8) member communities.
- ▶ The Use and Support Agreements are scheduled to expire on June 30, 2027.
- ▶ In 2018, SPSA executed a Solid Waste Disposal and Service Agreement with Wheelabrator Portsmouth to dispose of regional solid waste at the Waste To Energy plant located at the NNSY.
- ▶ The term of the Solid Waste Disposal and Service Agreement matched the term of the Use and Support Agreements with each member community.

Advantages of WTE

- ▶ SPSA negotiated a very favorable disposal rate.
- ▶ 85% of the regions solid waste was being incinerated and converted to steam and electricity to support NNSY.
- ▶ SPSA received approximately 30% of the total volume at the RLF in the form of ash which was used for the purpose of alternative daily cover (ADC).
- ▶ The small volume of waste being received at the RLF prolonged the need for expansion.

SPSA Waste Flow Chart



The Plan Changed

- ▶ The Navy elected to construct a CHPP and did not renew their steam purchase agreement with Wheelabrator past the January 2023 termination date.
- ▶ The Navy eventually agreed to extend the current steam purchase agreement with Wheelabrator until June 30, 2024.
- ▶ Wheelabrator then notified SPSA that they would exercise the early termination clause in the Waste Disposal and Service Agreement effective June 30, 2024.
- ▶ On December 16, 2022, Wheelabrator suffered a catastrophic fire that destroyed the conveyor that moves waste from the RDF plant to the WTE facility. This resulted in a 60% decrease in the volume of waste the facility can process.

The Impacts

- ▶ The RDF facility can only process 1,000 tons per day.
- ▶ SPSA must now divert approximately 1,250 tons per day away from the RDF facility.
- ▶ The volume equal to the total amount of commercial waste received is being diverted to private landfills using private haulers.
- ▶ MSW from member communities is being diverted to the RLF.
- ▶ The additional waste being diverted to the RLF is consuming airspace at a much faster pace than planned.
- ▶ The use of the additional airspace has accelerated the need for landfill expansion.

Remaining Airspace at the Regional Landfill

Cells V & VI

Permitted
And
Constructed
2,323,999 CY

Life
Expectancy
April 2027

Cell VII

Permitted
8,243,331 CY

Life
Expectancy
2037

Cells VIII & IX

Not Permitted
13,970,463 CY

Life
Expectancy
2061

The Future of the Regional Landfill

- ▶ The remaining space at the RLF is all wetlands.
- ▶ After four years and \$3.2 million invested, SPSA is still working to secure the necessary permits to proceed with expansion of cells VIII and IX.
- ▶ To overcome the cumulative impacts argument made by the EPA, SPSA has agreed that if a permit is issued for cells VIII and IV, that an environmental easement would be placed on Cells X, XI and XII to ensure no cumulative impacts exist.
- ▶ The reality is that future landfill construction will be difficult if not impossible moving forward.
- ▶ We must find alternative waste disposal mechanism and conserve the airspace we have for hard to manage waste.

SPSA's Future

**WE MUST THINK
DIFFERENTLY!**



Considerations For Next Steps

10

- ▶ Current state of recycling
- ▶ Make-up of the regions waste stream
- ▶ Public opinion
- ▶ Environmental factors
- ▶ Available technologies
- ▶ Net system cost
- ▶ Contract terms
- ▶ MSW / Commercial waste



Alternative Waste Disposal RFI



Alternative Waste Disposal RFP



Key Points of RFP

- Landfilling does not qualify as an acceptable option under the RFP.
- Offeror shall have owned and operated a referenced facility for a minimum of three (3) years.
- SPSA will consider proposed interim solutions and the overall ability of the offeror to design, develop, finance construct and operate a long-term solid waste solution.
- A 20-year term is contemplated but shorter and longer terms may be proposed.

Today's Takeaways

- Alternative Waste Disposal proposals will likely require companies to invest \$250 M +.
- Offeror's will likely propose a contract term of 20 years to enable them to offer a competitive tip fee.
- Current Use and Support Agreements with member communities expire June 30, 2027.
- SPSA will likely be requesting each member community renew the current Use and Support Agreements to match the negotiated contract term.

Conceptual Schedule

15

| ID | Task Name | Duration | Start | Finish |
|----|---|------------------|---------------|---------------|
| 1 | Solid Waste Management Post WIN Contract | 1310 days | 1/1/24 | 1/5/29 |
| 2 | Finalize RFP | 1 mon | 1/1/24 | 1/26/24 |
| 3 | Issue RFP | 0 days | 1/26/24 | 1/26/24 |
| 4 | RFP Advertisement | 4.5 mons | 1/29/24 | 5/31/24 |
| 5 | RFP Pre-proposal conference | 5 days | 2/12/24 | 2/16/24 |
| 6 | Evaluate Responses | 4 mons | 6/3/24 | 9/20/24 |
| 7 | Vendor Site Visits | 4 mons | 6/3/24 | 9/20/24 |
| 8 | Board Deliberations | 3 mons | 9/23/24 | 12/13/24 |
| 9 | Board selection of vendor(s) | 1 mon | 12/16/24 | 1/10/25 |
| 10 | Contract Negotiations | 3 mons | 1/13/25 | 4/4/25 |
| 11 | Board Approves Contract | 1 mon | 4/7/25 | 5/2/25 |



Thanks, we'll take it from here.

QUESTIONS/COMMENTS



*Office of the City Manager
Amanda C. Jarratt*

March 22, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Public Safety Radio Project

Background

The City and County Radio Project Team is requesting you authorize the issuance of the Notice of Intent to award to the highest scoring vendor per the evaluation criteria outlined in the RFP. In addition, staff is also requesting you approve the MOU between the City and County establishing the terms and conditions of each locality's rights and obligations with respect to the purchase, use, operation and maintenance of the radio system. Per the agreement, the County's share of the project costs are 67% and the City's share is 33%. City Administration will be working with Davenport & Company and the City's Finance Department regarding paying for the project.

Recommended Action

Authorize the execution of the Memorandum of Understanding with Southampton County and the Intent to Award so that the public safety radio project can move forward as scheduled.

**SOUTHAMPTON COUNTY AND CITY OF FRANKLIN
P25 RADIO PROJECT INFRASTRUCTURE
MEMORANDUM OF UNDERSTANDING**

THIS Memorandum of Understanding (MOU) is made and entered into on this ___ day of _____, 2024, by and between the County of Southampton, a political subdivision of the Commonwealth of Virginia (“Southampton”) and the City of Franklin, a municipal corporation of the Commonwealth of Virginia (“Franklin”), (also individually referred to herein as “Party” and collectively as the “Parties”).

WITNESSETH:

WHEREAS, the governing bodies of Southampton and Franklin have determined that it is in the best interest of each jurisdiction to support the mission-critical needs of the Parties’ individual and collective public safety and public service personnel, and citizens’ property and business interests by maintaining, at the highest level of availability and integrity, the [Infrastructure Provider], P25 Phase 2 trunked simulcast radio system (the P25 Radio System, or, the System) created by the Parties.

WHEREAS, the Parties wish to enter into this Memorandum of Understanding establishing the terms and conditions of their rights and obligations with respect to the purchase, use, operation and maintenance of the System;

NOW, THEREFORE, the Board of Supervisors of the County of Southampton, Virginia, and the City Council of Franklin, Virginia, in consideration of the mutual obligations and mutual benefits accruing to their respective localities from this MOU, have agreed upon the terms herein among themselves as follows:

**ARTICLE I.
SYSTEM DEFINED**

Sec. 1-1. The Parties agree to utilize the System in accordance with the rules and regulations of the Federal Communications Commission (FCC) and the Commonwealth of Virginia and to operate the System in a professional manner and only for official public safety business purposes.

Sec. 1-2. The “backbone” components of the System, which include communications towers, repeaters, communications infrastructure, antennas, system controllers, microwave equipment, equipment shelters, and system frequencies, as defined in Appendix A, are shared and jointly operated by the Parties to ensure adequate System operations. All licenses required by the FCC are held in the name of the _____ on behalf of the Parties.

Sec. 1-3. In order to ensure system integrity, all Parties must utilize [Infrastructure Provider] or their assigned subcontractors as the authorized service provider to the System. All, with the exception of the towers and shelters as further described below, that comprise the System shall be maintained jointly by the Parties. Maintenance of tower structures and shelters will be the responsibility of the individual Party as indicated in Appendix A.

Sec. 1-4. In order for the System to operate at the reliability level for which it was designed and to ensure that support of the System is not dependent on the technical abilities of any individual Party, the Parties agree that the System will be maintained through a service agreement with [Infrastructure Provider]. In the event that the Parties determine that a replacement or additional service provider is required, the Parties may elect to modify or terminate their agreement with the current service provider. Such modification or termination shall be effectuated only if there is a majority vote of the Policy Team as described in Section 6 and if the modification or termination is done pursuant to the terms of the agreement with the current service provider.

Sec. 1-5. Necessary and periodic upgrades, software enhancements and emergency technologies will be funded by the Parties' normal funding process. If major system enhancements beyond necessary and periodic upgrades are required, each Party is responsible for coordinating with their locality's governing board to obtain approval for the necessary funding required to undertake such upgrades.

ARTICLE II. RADIO SYSTEM GOVERNANCE

Sec. 2-1. The Parties shall appoint representatives to a "Policy Team" which shall exercise those duties and responsibilities set out in this MOU. The Policy Team is identified as follows.

- (a) County Administrator, Southampton County
- (b) City Manager, City of Franklin

Sec. 2-2. The Policy Team shall be responsible for oversight of policy and fiscal issues related to the System, subject however to authorizations of necessary funds by the governing bodies of the Parties.

Sec. 2-3. The members of the Policy Team can recommend contractual services to the respective governing bodies for professional experts and consultants as required to protect the integrity of the System and the interests of the Parties.

Sec. 2-4. In no event shall Parties be liable to each other for any indirect, incidental, special or consequential damages including, without limitation, damages attributed to any malfunction of the System, , unless such malfunction is the result of a Party's negligence with respect to its use or maintenance of the System.

Sec. 2-5. Necessary and periodic upgrades, software enhancements and emergency technologies will be funded by the Parties' normal budgetary process. If it is deemed that system enhancements beyond necessary and periodic upgrades are required, Policy Team members are responsible for coordinating with their locality's governing board.

Sec. 2-6. The Parties shall individually and collaboratively seek grants to enhance the public safety communication network. Any grants must be approved by the Parties. Matching requirements for grants will be paid by all Parties according to the Party allocation percentage outlined in Section 3-1, below. Any grant funds received by the Parties will be applied to the

P25 Radio System costs so as to lower the overall total cost of the System to the greatest extent possible. If a Party receives a grant to enhance the public safety communications network and the receipt of such grant is solely attributable to the efforts of the Party, such grant funds will be applied only to such Party's payment obligations. The Parties agree to share information on available grants and to cooperate on grant applications to the greatest extent possible for the benefit of the System.

Sec. 2-7. Each Party must maintain adequate insurance on equipment and infrastructure owned by their respective jurisdictions. Shared components will be insured by the jurisdiction in which the component is located.

Sec. 2-8. Each Party must maintain any lease agreements on equipment sites within their respective jurisdictions.

ARTICLE III. BUDGET & FISCAL MATTERS

Sec. 3-1. The same ratio used to purchase the P25 Radio System shall be used to divide the burdens of any infrastructure maintenance service agreements and any system costs not addressed in Sec 1-3. This division of costs shall be referred to as the "Party allocation percentage."

(a) 67% Southampton County

(b) 33% City of Franklin

Sec. 3-2. The fiscal agent will maintain a program account for the receipt of funds paid by each Party. The fiscal agent shall be chosen by the Parties. The fiscal agent on the Effective Date shall be the City of Franklin. The City of Franklin shall remain the fiscal agent unless and until a different fiscal agent is chosen by the Parties.

Sec. 3-3. The Parties agree that, within thirty (30) days of receipt of an invoice and supporting documentation from the fiscal agent, payment shall be delivered to the fiscal agent.

Sec. 3-4. The Parties will adopt an annual budget for operations, maintenance, and repair of the P25 Radio System Infrastructure which may include components for future construction or other capital improvements. The budget shall be approved in sufficient time to be included in each Party's budget proposal.

Sec. 3-5. The Parties have no authority to incur debt obligations or approve expenditures in excess of the funds appropriated for the operations, maintenance and repairs to the System by the governing body of each Party.

ARTICLE IV. SYSTEM POLICY

Sec. 4-1. Only P25 compliant subscribers are to be maintained on the System. The Parties are encouraged to use P25 Phase 2 subscribers to maintain optimal use and interoperability

capabilities. It is further encouraged that installations be performed by trained, certified [Infrastructure Provider], authorized service personnel. This requirement protects the System operation and integrity. Remote Tower Site and other backbone facility access is strictly limited to authorized trained and certified personnel only.

Sec. 4-2. Where authorized by the Policy Team, tenants may have access/use of the System. Such authorization includes talk-group/channel quantities and operational parameters. Further, such access may also be predicated on and/or subject to system capacity/capabilities.

Sec. 4-3. Other non-Party, non-tenant entities may be granted talk-group/channel access only upon approval by the Policy Team Members to which talk-group/channels are assigned as initially approved by the Party or tenant entities and as coordinated with the Parties.

Sec. 4-4. The use of non-[Infrastructure Provider] radios or equipment is prohibited unless preapproved by the Policy Team.

Sec. 4-5. Any Additional Party may, with the approval of its governing body and with the consent of Southampton County and Franklin City (collectively, the "Original Parties"), join and participate in the [Infrastructure Provider] P25 Radio System under such additional terms and conditions for membership as may be prescribed by the Original Parties.

ARTICLE V. CO-LOCATION OF OTHER RADIO SYSTEMS

Sec. 5-1. To protect the integrity and operation of the System, any co-location at any Remote Tower Site must undergo a frequency intermodulation study and a stress/structural analysis. Following review of the intermodulation study and the stress/structural analysis, approval will be required from the jurisdiction which owns the affected tower. This requirement for approval shall include, but is not limited to commercial RF systems, cellular, paging, ham radio, broadband and state/federal radio systems.

ARTICLE VI. DISPUTE RESOLUTION

Sec. 6-1. The Policy Team, or their designees, will meet at least quarterly. Special meetings may be called by any two Policy Team members by actual notice delivered to all Policy Team members at least 48 hours prior to the meeting date, or may be held at any time upon attendance at meetings by all Policy Team members.

Sec. 6-2. A quorum necessary to act at any meeting shall be two (2) Policy Team members, or their designees. All issues presented require a majority vote of those in attendance to be adopted.

Sec. 6-3. The Policy Team members will ensure that the operation of the P25 Radio System meets all requirements of state and federal laws and regulations pertaining to such facilities and systems; ensure that the use, care, and maintenance of the equipment meet the manufacturer's recommendations; ensure that the building and grounds are properly maintained and that repairs, when needed, are promptly performed.

Sec. 6-4. The chair of the Policy Team shall alternate between the members for a term of two years. On the Effective Date, the chair shall be _____.

Sec. 6-5. Any dispute, disagreement, or controversy arising among the Policy Team as to the operation of the P25 Radio System, if not resolved within forty-five (45) days of the date such dispute, disagreement, or controversy arose, shall be mediated by a third party neutral, the identity of who shall be jointly determined by the Parties.

Sec. 6-6. The Parties agree to share equally all expenses of mediation incurred, including any court costs, but exclusive to each Party's attorney's fees.

Sec. 6-7. If all Parties agree in writing, the above procedure or any portion thereof may be modified.

**ARTICLE VII.
MISCELLANEOUS**

Sec. 7-1. The effective date ("Effective Date") of this Agreement shall be the final date set forth below in the notarized signatures of the Parties, after the Parties' governing bodies approve this Agreement and authorize its execution by their respective chief executive officer.

Sec. 7-2. Notices hereunder shall be sent by email and regular mail to the following chief executive officer or their successors:

Brian S. Thrower, County Administrator
COUNTY OF SOUTHAMPTON, VIRGINIA
P.O. Box 400
Courtland, VA 23837

Amanda Jarratt, City Manager
CITY OF FRANKLIN, VIRGINIA
207 W. 2nd Ave.
Franklin, VA 23851

Sec. 7-3. This MOU and the attachments hereto constitute the full agreement among the Parties. This Agreement may only be amended by written amendment adopted by each of the participating governing bodies.

Sec. 7-4. The Parties hereto agree that the Circuit Court of Southampton County, Virginia, shall have jurisdiction and venue as to any matters requiring court action hereunder.

**ARTICLE VIII.
TERMINATION OF MEMBERSHIP FROM THE RADIO SYSTEM**

Sec. 8-1. Any Party wishing to terminate its participation in the System ("the Withdrawing Party") shall provide at least 12-months' Notice of Termination to all remaining Parties. The Withdrawing Party shall bear all costs associated with: (1) its removal from the System; (2) adapting the System to the absence of the Withdrawing Party such that no degradation of

operational capabilities is detectable in the System. Additionally, all system frequencies shall remain part of the System, under the operational and strategic control of the Policy Team, unless otherwise authorized by the [licensing authority].

Sec. 8-2. Twelve months after it provides Notice of Termination, the Withdrawing Party may terminate its obligations under this MOU. If, however, the Withdrawing Party has not satisfied its obligations pursuant to section 8-1, it may not terminate its obligations under this MOU until its section 8.1 obligations have been satisfied.

Sec. 8-3. At the time of withdrawal, any officer or official of the Withdrawing Party then a member of the Policy Team shall be removed from the Policy Team. All core backbone equipment related to the System shall remain in place, and the Withdrawing Party shall have no interest in such property. The Withdrawing Party and the remaining Parties shall reach such agreements as are necessary to dispose of property that can be removed from the System without violating its integrity or operational capabilities.

Sec. 8-4. Upon decision of the governing bodies of all Parties, this MOU, and the joint operations described herein, may be terminated and dissolved. All property held jointly under this MOU shall be divided according to the Party allocation percentage described in Section 3-1 of this agreement, unless agreed to by all Parties or as otherwise provided by law.

IN WITNESS WHEREOF, the parties hereto have set their signatures and seals:

COUNTY OF SOUTHAMPTON, VIRGINIA

By: _____
Brian S. Thrower, County Administrator

STATE OF VIRGINIA, AT LARGE
COUNTY OF SOUTHAMPTON, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____,
2024, by Brian S. Thrower, County Administrator, Southampton County.

My Commission expires:

Notary Public:

CITY OF FRANKLIN, VIRGINIA

By:

Amanda C. Jarratt City Manager

STATE OF VIRGINIA, AT LARGE
CITY OF FRANKLIN, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____,

2024, by Amanda C. Jarratt, City Manager, City of Franklin, Virginia.

My Commission
expires:
Notary
Public:

DRAFT

Appendix A

Glossary of Terms

_____, P25 Phase 2 Trunked Simulcast Radio System

There are many components that make up the Backbone of a Simulcast Radio System:

For detailed explanations of the System, refer to Exhibit A of the System Purchase Agreement:

Section 1 – System Description

Section 2 – System Drawings

Dispatch Consoles– The design will have _____,consoles at the two Dispatch Centers. (Southampton County and City of Franklin) The Dispatch Consoles allow the public safety telecommunicators to communicate with first responders over the radio system.

Co-Locations – Cellular or other communications providers that may lease space on towers. Each proposal for co-location will need to be accompanied by a structural analysis and a frequency intermodulation study as to protect the integrity of the system.

Microwave System – This is major backhaul system for transport of communications whether it be voice or data between the Remote Tower Sites, Dispatch Centers, and the P25 Core Sites. These systems will be installed in all of the Remote Tower Sites, Paging Sites, Dispatch Centers and the Primary and Backup P25 Core Sites and they consist of the following:

Microwave radios, MPLS routers, network equipment, Antennas and Transmission lines, Dehydrators, and other devices to interface with the radio equipment

Network Switching Server (NSS) – The NSS intelligently routes calls between RF sites, dispatch consoles and Interoperability Gateways.

Pagers – Unication P25 pagers will be used by Fire and EMS personnel to receive dispatches for calls for service. These pagers are receive only and can not be used to transmit voice calls back to the Dispatch Centers.

Primary Network Switching Centers (NSC) – Geo-separated high availability switches located at the Southampton County Dispatch Center and the City of Franklin Dispatch Center.

Simulcast Cells – Simulcast cells allow the sites within each cell to use the same frequencies.

Subscribers – Any mobile, portable, or control station radios operating on the system.

System Frequencies – The frequencies are imperative to making the system work and work correctly without interference issues. The frequencies are coordinated by various coordinating agencies and granted by the FCC. They must be properly engineered to ensure correct channel spacing for all of the equipment involved in the system. They are used for the prime communications system including but not limited to the joint operation with other member

localities as well as the interoperability with other agencies and non-member localities. The frequencies are sometimes shared on an approved basis for joint forces operations with other agencies.

Tenants – Defined as a user on the system that utilizes their own talk-group(s) to communicate. (i.e., Southampton County Sheriff’s Office, Franklin Police Department, Franklin Fire/Rescue Department, etc.)

Tower Sites

DRAFT



Office of the City Manager
Amanda C. Jarratt

March 19, 2024

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

General Updates

- Staff continues to work on the various capital projects approved by City Council.
 - Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD and has been referred to final review. HBA has been procured as the architect and the kick off meeting was held on January 3, 2024. Survey work is almost complete. Conceptual design is underway.
 - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. Final conceptual plans are complete and architectural plans will be under development soon.
 - We anticipate bidding out the improvements to Riverwalk Park in the next 30 days.
- Staff continues to work with DHCD and Kimely Horn on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds.
- Three responses were received for the Franklin Southampton radio project and they are currently under review by the review team. Competitive negotiations with these firms is scheduled for next week. This is anticipated to be on the March 25th agenda.
- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study. A kick off meeting with Mosely was held on November 20th.
- The Great American Cleanup is scheduled for March 22nd and 23rd in Hampton Roads. Each year over 1,000 volunteers team up to clean up Hampton Roads for the regional two-day event. Volunteers from military commands, local businesses and non-profits join forces with private citizens across Hampton Roads to rid the land and water of litter, tend community gardens and improve public parks. Since 2019, volunteers have cleared more than 196 tons of litter from our environment. Staff would like to organize and register the City of Franklin for the Great American Cleanup.
- My last day with the City of Franklin is March 26th. I am working with the staff and City Council on a transition plan and to finalize the FY 25 budget.
- The Berkley Group is scheduled to meet with Franklin City Council on Tuesday April 2nd at 5:30 p.m. to discuss the process for the recruitment of the new City Manager.



FY 2024-2025 Budget Calendar

| <u><i>Dates Subject to Change</i></u> | <u>Day</u> | <u>Action Item</u> |
|---------------------------------------|------------|--|
| <i>December 6, 2023</i> | Monday | <ul style="list-style-type: none"> FY 2024-2025 Budget Requests Forms for Agencies Posted on City Webpage |
| <i>December 14, 2023</i> | Thursday | <ul style="list-style-type: none"> Joint Budget Work Session #1 with School Board |
| <i>January 8, 2024</i> | Monday | <ul style="list-style-type: none"> FY 2024-2025 Budget Requests Due from Agencies & Organizations |
| <i>January 12, 2024</i> | Friday | <ul style="list-style-type: none"> FY 2024-2025 Proposed Department Budgets Requests Due to City Manager |
| <i>January 16-26, 2024</i> | | <ul style="list-style-type: none"> Management Budget Meetings with Department Directors |
| <i>January 22, 2024*</i> | Monday | <ul style="list-style-type: none"> 6:00 P.M. Agencies & Organizations Budget Presentations |
| <i>March 11, 2024*</i> | Monday | <ul style="list-style-type: none"> 6:00 P.M. Budget Work Session with City Council |
| <i>March 18, 2024</i> | Monday | <ul style="list-style-type: none"> FY 2024-2025 School Board Budget Submitted to City Manager |
| <i>March 25, 2024*</i> | Monday | <ul style="list-style-type: none"> 6:00 P.M. Budget Work Session with City Council (as necessary) |
| <i>April 8, 2024 *</i> | Monday | <ul style="list-style-type: none"> 6:00 P.M. Budget Work Session with City Council |
| <i>April 11, 2024</i> | Thursday | <ul style="list-style-type: none"> Joint Budget Work Session #2 with School Board |
| <i>April 22, 2024*</i> | Monday | <ul style="list-style-type: none"> 6:00 P.M. Budget Work Session with City Council (as necessary) |
| <i>April 24, 2024</i> | Wednesday | <ul style="list-style-type: none"> Release Advertisement for Public Hearing |
| <i>May 13, 2024*</i> | Monday | <ul style="list-style-type: none"> 6:00 P.M. – Tentative Budget Work Session (as necessary) 7:00 P.M. – Public Hearing(s) on the FY 2024-2025 Proposed Budget & City Council Considers Action on School Board Budget |
| <i>June 3, 2024</i> | Monday | <ul style="list-style-type: none"> City Council Considers Action on FY 2024-2025 Budget, Sets Tax Rates and Adopt Budget Resolutions |

*Denotes Regularly Scheduled City Council Meeting

American Red Cross

City of Franklin Blood Drive

**Tuesday, April 9, 2024
10:00 A.M. - 3:00 P.M.**

**Location:
Franklin Business Center
601 N. Mechanic Street
Franklin, VA. 23851**



**Scan the QR Code
to sign up!**



Help save a life.

**For Questions
Contact**

**Haleigh Pinto, Executive Assistant
757-562-8503 | hpinto@franklinva.com**